

Case Recordation Reports

Report Name: **Pub CR Case Information - Customer/Land**

This report is useful in analyzing lands and minerals casework, providing statistics, listing cases in various categories, and identifying actions pending by different offices for all or specific case types. Proprietor, Meridian, Township, Range and Section will be displayed in the report output. Case Sort with Actions lists action remarks.

The report produces listings of cases or total number of cases based on the following selection criteria:

Action Code and/or Case Disposition must be selected. Additional options are Admin State, Geo State, County, District/Resource Area, Admin Area, Case Type, Disposition Date, Commodity, Action Date, and Pending Org.

NOTE: When entering selection criteria **always use UPPERCASE**, or you will get no data returned for your reports. Data is stored in uppercase in the database.

EXAMPLE:

Query: *What oil and gas cases in Colorado have a future action code (247) between June 1, 1999 and Dec 31, 1999 with Fluid Minerals listed as the pending organization?*

Step 1 - Clear All Selection Criteria

Click “**Reset Selection Criteria**”

Important Note: **This step must always be performed before running a report. You will not receive any message confirming that the selection criteria has been reset.**

Step 2A - Set Required Criteria

Click “**Action Code**”

Type “**247**”

Click “**OK**”

Step 2B - Set Optional Criteria

Click “**Admin State**” (A limit dialog box will appear).

Type “**CO**” into the edit field and click the green $\sqrt{}$, or, select “**CO**” in the pull-down values field..

Click “**OK**”

Click “**Case Type**” (A limit dialog box will appear).

Select “**Begins with**” from the operator field.

Type “**31**” and click the green $\sqrt{}$.

Click “**OK**”

Click “**Action Date**” (A limit dialog box will appear).

Select “**Between**” from the operator field.

Type “**6/1/1999,01/01/2000**” and click the green $\sqrt{}$.

Notice that the system added the default time of 12:00:00AM.

NOTE: The ending date should always be one day later than the actual date of the reporting period because the report retrieves data from midnight before the first date to midnight before the last date.

Click “**OK**”

Step 3 - Process Report

Click “**Process Report**”

Step 4 - Select Format

When the processing has completed, the cursor will change from an hourglass back to an arrow and the Banner Page will be displayed.

Note: To view the report data, click on one of the “**Report**” buttons in the “**Sections**” area.

Click the “**Case NO Action**” button. The report will appear in the report frame.

Note: To view the report data in additional formats, click a different report name button in the sections area.